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EYES ONLY

AGENDA

Career Service Panel
Office of Research and Development
11 September 1972

0900 hours
Room 607 - Conference Room

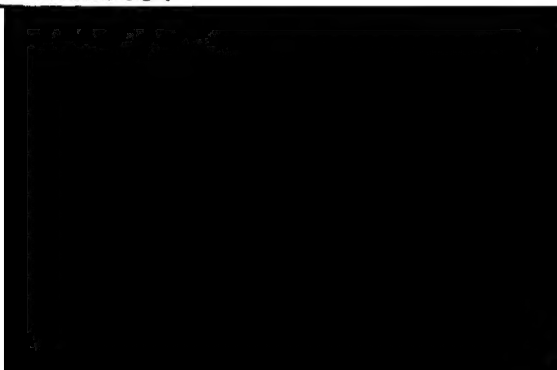
1. Review of agenda for 11 September 1972
2. Review of minutes for 14 August 1972
3.
 - a. Staff changes
 - b. Promotions
 - c. Training notes 25X1A9a
4. Report on CSP requests and recommendations sent to D/ORD 25X1A9a
5. Briefing by [REDACTED] (BSD/ORD) 25X1A9a
(Fellowship in Congressional Operations)
6. Fitness Reports 25X1A9a
 - a. Report on ORD fitness report letter ratings as requested at the CSP meeting on 14 August 1972 25X1A9a
 - b. Implementation of Improved Career Selection Procedures (ORD-4949-72) 25X1A9a
7. Review of Proposed Evaluation Criteria 25X1A9a
8. Nominee for Midcareer Executive Development Course #34 (5 November - 22 December 1972)
9. Decision on date for the Performance Appraisal Workshop
10. Recommendation for Quality Step Increase 25X1A9a
(AN/ORD)
GS-13, step 2 to GS-13, step 3
11. New business

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CAREER SERVICE PANEL
Minutes of the Meeting
11 September 1972

25X1A9a
Attendees:



(Arrived 9:35 A. M.)

(Departed 11:30 A. M.)

(Arrived 9:30 A. M.)

(Departed 11:30 A. M.)

Secretary

1. The Chairman called the meeting to order at 0905 hours.

2. There was one addition to the agenda for 11 September 1972:

11. New business

25X1A9a a. Proposed revised ORD Charter

3. [redacted] moved to approve the minutes for 14 August 1972. [redacted] seconded the motion. Vote unanimous of those members present. Motion carried. 25X1A9a

25X1A9a

4. [redacted] submitted his monthly report to the CSP members in written form. (Copy is attached) [redacted] also stated that at a recent Personnel Officers Meeting, Personnel had stated that clerical help is going to be harder to come by due to the high cost of living in this area and the publicity on the danger of living in the D. C. area. 25X1A9a

25X1A9a

5. [redacted] reported the following:

a. Dr. Stevens was not able to attend the CSP meeting because of a scheduled meeting at Headquarters.

b. The Special Panel/ORD was now working on a schedule for both promotion and evaluation consideration for clerical and secretarial personnel.

c. Criteria being established by the Special Panel/ORD on evaluating GS-4s through GS-9s.

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6. [REDACTED] briefed the CSP on his thoughts and experiences as a Fellow in Congressional Operations from September 1971 to September 1972. [REDACTED] stated that those represented in his group were political scientists from universities, generalists, political reporters representing such newspapers as the Boston Record, Daily News, Miami Herald, etc., and federal employees from government agencies such as Department of Agriculture, GAO, Navy, OEO, etc. [REDACTED] went on to tell about his experiences, both with the Senate and House of Representatives. At the conclusion, [REDACTED] thanked [REDACTED] for the CSP members on his excellent briefing.

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7. The CSP members then discussed their various thoughts on sending an ORD employee into training such as [REDACTED] had just completed. [REDACTED] felt it was now a problem for ORD to solve on how to get [REDACTED] an opportunity to use this training. [REDACTED] felt that the training had served its purpose by just letting [REDACTED] expose CIA in a role that doesn't make employees of CIA look like "spooks." [REDACTED] also stated that the next time the Panel nominates an employee for such training that the members give thought to the purpose of such training. Such an experience, stated [REDACTED] does not qualify an employee for a liaison job. [REDACTED] stated that if he had to do it over again he would not recommend anyone for this type of unstructured and "un-goal" oriented training -- to put [REDACTED] back as a Technical Officer is a waste of one year for the Agency and the man. Management must show some initiative in planning some future for these selected individuals. In early discussions and without much guidance as to options, [REDACTED] indicated desire to return to the technical field. It was felt by some of the CSP members that the composite talents of [REDACTED] were being wasted in ORD. [REDACTED] felt that the CSP and D/ORD should make sure that other opportunities, if they exist, in the Agency be made available to [REDACTED]

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8. [REDACTED] stated that the following would be done on

a. Talk to [REDACTED] and find out how he feels about future career plans and assignments now that he has completed his Fellowship in Congressional Operations.

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b. Recommend approval to the D/ORD that this Office ask the DD/S&T Career Board to search out some opportunity for [REDACTED] where his training in Congressional Operations could be used to the advantage of the Agency and make it available to [REDACTED]

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25X1A9a c. Recommend in a formal memorandum to the DD/S&T that the "R" Career Service take advantage of [redacted] unique capabilities, as well as his discipline; and that every effort should be extended to find a suitable assignment for him to use these capabilities.

25X1A9a 25X1A9a 25X1A9a 10. [redacted] CSP members then discussed the report submitted by [redacted] on the letter ratings on ORD fitness reports as requested at the CSP meeting on 14 August 1972. (Copy attached) [redacted] was asked to find out how ORD figures compare to the DD/S&T and the Agency.

10. [redacted] told the CSP members that he had circulated ORD-4949-72 re Implementation of Improved Career Selection Procedures for their information only.

25X1A9a 11. Review of the proposed evaluation criteria was presented by [redacted]. The CSP members discussed their various views on additions or deletions to the Professional Ranking Evaluation Criteria (was known as Potential Ranking Listing). (Memorandum dated 6 September 1972 prepared by [redacted] Chairman, Sub-Panel for Evaluation Criteria.)

25X1A9a 25X1A9a 12. [redacted] stated that the proposed evaluation criteria did not bring out sufficiently another important factor--an employee's ability to understand his own role with respect to the larger frames of community, agency and office activity. Some individuals are not capable of grasping what the larger purposes and goals are in a complex situation and what should be done beyond a direct assignment. These individuals are not as productive and responsive as a position may require and are poor prospects to assume larger responsibility. [redacted] felt that more prominence should be given to the "ability to grasp the larger picture" factor in the criteria outline. [redacted] felt [redacted] had made a good point. He felt that ORD was in a new forward-looking year and the intent addresses creativity which needs to be included in the criteria.

25X1A9a 25X1A9a 13. [redacted] moved that the report on Professional Ranking Evaluation Criteria be amended to make Creativity as Item g. under JOB PERFORMANCE of the listing and to accept these criteria as guidelines during the evaluation exercise. [redacted] seconded the motion. Vote was unanimous. Motion carried.

25X1A9a 25X1A9a 14. [redacted] moved that the CSP recommend [redacted] AN/ORD for a Quality Step Increase from GS-13, step 2 to GS-13, step 3. [redacted] seconded the motion. Vote unanimous. Motion carried.

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15. [REDACTED] moved that [REDACTED] be recommended as a nominee for the Midcareer Executive Development Course, No. 34 from 5 November to 22 December 1972. [REDACTED] seconded the motion. Vote unanimous. Motion carried.

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16. [REDACTED] asked the CSP members to review the proposed revised ORD Charter as submitted by [REDACTED]. Discussion was tabled until the meeting following the reorganization of the Office.

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17. [REDACTED] moved that the CSP table decision on date for the Performance Appraisal Workshop until the first of the calendar year 1973. [REDACTED] seconded the motion. Four members voted for and two opposed the motion. Motion carried.

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18. The next meeting of the CSP was scheduled for 2 October 1972. (Postponed until 10 October 1972)

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19. [REDACTED] moved that the meeting adjourn at 1145 hours. [REDACTED] seconded the motion. Vote was unanimous. Motion carried.

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[REDACTED]
Executive Secretary
Career Service Panel/ORD

Attachments: 2

APPROVED:
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[REDACTED]
Chairman CSP/ORD

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